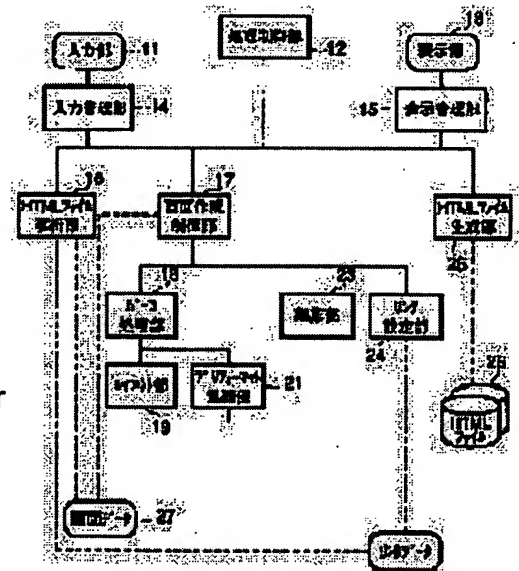


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**SOLUTION:** Under the control of a process control part 12, a preformatting process part 21 sets a preformat for parts indicated through an input part 11 and specifies, for example, a line or static (characters string) range through the ON/OFF operation of a button for preformat setting arranged on a screen, thereby setting the preformat within the range based upon the indication input. Namely, a flag (PRE flag) for the preformat is set for the whole specified parts or static range.



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